

**TRIGG COUNTY BOARD OF EDUCATION  
FRINGE BENEFITS INFORMATION  
2017-2018**

1. **Sick Leave** - paid by the Board
  - a. Ten (10) days per year as per board policy. Unlimited accumulation of sick leave days not used.
  - b. Transfer of all accumulated unused sick leave from one school district to another within Kentucky.
  - c. Upon retirement, you will receive 30% of unused sick leave.
2. **Emergency Leave** – paid by the Board  
Must have unused emergency leave days available. Two (2) days per year. Emergency leave does not accumulate. Used for death only, per board policy.
3. **Jury Duty Leave** – paid by the Board  
Jury salary received is paid to the board. If payment not received within one (1) month, daily rate of pay will be deducted. Professional leave request must be completed.
4. **Personal Leave** (with pay) – paid by the Board  
The board will permit two (2) days (to be taken either on a one-half or a full day basis) per year to be used for personal leave. If these days are not used, they will be added to the accumulated sick leave at the end of the year.
5. **INSURANCE**
  - Medical Insurance:** Refer to the Health Insurance Handbook for options.
  - Life Insurance:** \$20,000 – paid by the state. Additional amount optional – paid by the employee.
  - Unemployment Insurance:** – paid by the board.
  - Worker’s Compensation Insurance:** – paid by the board.
  - Liability Insurance:** - \$1,000,000 – paid by the board.
  - Errors and Omission Insurance:** - \$1,000,000 (\$2500 deductible) – paid by the board.
6. **Retirement:** **CLASSIFIED:** 5% paid by employee (6% if hired after 9/1/08); 19.18% of the employee’s salary paid by the local board. **CERTIFIED:** 12.855% paid by the employee, 3% paid by board, additionally matched by state or federal project.
7. **Holidays** (Four days): Labor Day, Thanksgiving Day, Christmas Day, New Years Day – paid by the board.
8. **Automatic Payment Authorization (APA)** – Hospitalization Ins., KEA Dues, Annuities, Cafeteria Plan Deductions, Credit Union.
9. **Direct Deposit** - Mandatory. eStub is our method of notification to the employee for each payroll.
10. **Direct Deposit** – Pay will be deposited in your account at least 24 hours before payday.
11. **Cafeteria Charging** – While it is preferred that you pay your school food service account in advance or daily, we do allow charging. If your account is not paid in full quarterly, the amount due on the last day of the quarter will be deducted from the last paycheck of the following month.
12. **Additional Fees** – Persons who have garnishments, court ordered child support, student loan payments, etc., will incur a \$5.00 per pay fee for processing. This will be deducted from your paycheck at the time of the deduction.

**Pay dates will be the tenth (10<sup>th</sup>) and the twenty-fifth (25<sup>th</sup>) day of each month. Should the 10<sup>th</sup> or 25<sup>th</sup> fall on a weekend or holiday, pay dates will be the last weekday prior to the 10<sup>th</sup> and 25<sup>th</sup>. All payments will be based upon twenty-four (24) equal payments. Due to the substantial additional effort required of the central office accounting department, exceptions or alternate plans will not be considered. Time sheets will be paid monthly and must be in the central office by the 10<sup>th</sup>, with payment on the 25<sup>th</sup> day of the month. Absentee reports must be in the central office by the 10<sup>th</sup> and 25<sup>th</sup> of the month. All reports and time sheets must be checked thoroughly for accuracy and signed before submitting this data to the central office.**